Please quote your Business Rates account number in the Reference number box for ease of identification.

Please return the completed mandate to, Durham County Council Revenues and Benefits PO Box 238 Stanley County Durham DH8 1FP

Alternatively if you can print, sign and scan the mandate back to us. Please send to businessrates@durham.gov.uk

Thank you.





Please fill in the whole form including official use box using a ball

Daytime Telephone No: Bank/building society account number Bank/building society account number Branch sort code Branch sort code <	point pen and sent it to:	Service user number
PO Box 2.38 Stanley County Durham DH8 IFP Name(s) of account holder(s)		2 5 0 5 8 5
County Durham DH8 IFP Name(s) of account holder(s) Stank-building society account number Databuilding society Databuilding society Stank-building society Name and fall pottal address of your bank or building society To The Manager Postode Postode Descode Signame(s) Signame(s) Signame(s) Data building society account Reference) Data building societies may not accet Diret Debt Instructions for some types of account	PO Box 238	
DHS 1FP Name(s) of account holder(s) Samk/building society account number Samk/building society account number Samk/building society account number Samk or code Samk or code Tro: The Manager Reference (Non Domestic Rates Account Reference) State and building society may not accept Direct Debit Instructions for some types of account with Duham of the society.		This is not part of the instruction to your bank or building society.
Same(s) of account holder(s) Same(building society account number Same(building society account number Same(building society account number Same(building society account number Same(building society account number Same(building society account number Same(building society account number Same(building society) Same(building society) Same(building society) Same(building society) Same(s) of account Reference) Postcode Postcode Postcode		
Name(s) of account holder(s) Bank/building society account number Bank/building society account number Bank/building society account number Bank/building society account number Bank/building society Bank/building society	DH8 1FP	Property Reference
Bank/building society account number Bank/building society account number Bank/building society account number Bank/building society Yame and full postal address of your bank or building society To: The Manager Bank/building society Postcode Postcode Postcode Postcode Postcode Postcode Postcode Signature(s) Banks and building society and building society account Reference) Date Date Date Date		Your address
Bank/building society account number Bank/building society account number Bank/building society account number Bank/building society Stane and full postal address of your bank or building society To: The Manager Bank/building society Postcode Postcode Postcode Postcode Postcode Postcode Postcode Postcode Banks and building society may not accept Direct Debit Instructions afor some types of account detailed in this Instruction may remain with Durham County Council and, if so, details will be passed electronically to my bank/building society. Date Date Date		
Backbuilding society account number Bankbuilding society account number Barach sort code Barach sort code Core laternatively: Bankbuilding society Bankbuilding society Bankbuilding society Bankbuilding society Postcode Postcode Postcode Postcode </td <td>Name(s) of account holder(s)</td> <td></td>	Name(s) of account holder(s)	
Bark/building society account number Bark/building society account number Barach sort code Barach sort code Core alternatively: Bark/building society Bark/building society Bark/building society Potecode Potecode Potecode Potecode Potecode Potecode <td></td> <td></td>		
Sank/building society account number Sank/building society account number Ist 8th Ist 8th		Daytime Telephone No:
Sank/building society account number Sank/building society account number Ist 8th Ist 8th		Disco tick to indicate your professed neumant data: Monthly on .
Sank/building society account number Image: Stanch sort code Image: Name and full postal address of your bank or building society To: The Manager Bank/building society Address Postcode Postcode Postcode Postcode Postcode Bank soliding society account Reference) Date Banks and building society may not accept Direct Debit Instructions for some types of account		
Bank sort code Stanch sort code Name and full postal address of your bank or building society To: The Manager Bank/building society Address Postcode Postcode Postcode Banks and building societies may not accept Diret Debit Instructions for some types of account Banks and building societies may not accept Diret Debit Instructions for some types of account Dt1	Bank/building society account number	1st 8th 15th 22nd
Bank sort code Stanch sort code Name and full postal address of your bank or building society To: The Manager Bank/building society Address Postcode Postcode Postcode Banks and building societies may not accept Diret Debit Instructions for some types of account Banks and building societies may not accept Diret Debit Instructions for some types of account Dt1		
Andress Postcode Postcode Postcode Signature(s) Signature(s) Banks and building societies may not accept Direct Debit Instructions for some types of account DDI1		Or alternatively:
Name and full postal address of your bank or building society Instruction to your bank or building society To: The Manager Bank/building society Address Bank/building society Address Please pay Durham County Council Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction subject to my bank/building society. Postcode Signature(s) Signature(s) Signature(s) Banks and building societies may not accept Direct Debit Instructions for some types of account DDI1	Branch sort code	
To: The Manager Bank/building society Address Please pay Durham County Council Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with Durham County Council and, if so, details will be passed electronically to my bank/building society. Postcode Signature(s) Banks and building societies may not accept Direct Debit Instructions for some types of account DDI1		a Friday) OK a Friday)
To: The Manager Bank/building society Address Please pay Durham County Council Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with Durham County Council and, if so, details will be passed electronically to my bank/building society. Postcode Signature(s) Banks and building societies may not accept Direct Debit Instructions for some types of account DDI1		
To: The Manager Bank/building society Address Please pay Durham County Council Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with Durham County Council and, if so, details will be passed electronically to my bank/building society. Postcode Signature(s) Reference (Non Domestic Rates Account Reference) Date Banks and building societies may not accept Direct Debit Instructions for some types of account DDI1	Name and full postal address of your bank or building society	Instruction to your bank or building society
Address Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with Durham County Council and, if so, details will be passed electronically to my bank/building society. Postcode Reference (Non Domestic Rates Account Reference) Banks and building societies may not accept Direct Debit Instructions for some types of account DDI	To: The Manager Bank/building society	
Postcode Reference (Non Domestic Rates Account Reference) Banks and building societies may not accept Direct Debit Instructions for some types of account DDI1		Instruction subject to the safeguards assured by the Direct Debit Guarantee. I
Postcode Reference (Non Domestic Rates Account Reference) Image: Date Banks and building societies may not accept Direct Debit Instructions for some types of account DDI1	Address	
Reference (Non Domestic Rates Account Reference) Signature(s) Banks and building societies may not accept Direct Debit Instructions for some types of account DDII		
Signature(s) Banks and building societies may not accept Direct Debit Instructions for some types of account DDI1		
Reference (Non Domestic Rates Account Reference)	Postcode	
Date Banks and building societies may not accept Direct Debit Instructions for some types of account DDI		Signature(s)
Banks and building societies may not accept Direct Debit Instructions for some types of account DDI1	Reference (Non Domestic Rates Account Reference)	
Banks and building societies may not accept Direct Debit Instructions for some types of account DDI1		
This guarantee should be detached and retained by the payer.	Banks and building societies may not accept	pt Direct Debit Instructions for some types of account
I his guarantee should be detached and retained by the payer.	This guarantee should be deteched	· · · · · · · · · · · · · · · · · · ·
		d and retained by the payer.
The		The
Direct Debit DIRECT	Dire	not Dohit ODECT
		Ve Debit
Guarantee	Gu	larantee
This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits	 This Guarantee is offered by all banks and building societies t 	that accept instructions to pay Direct Debits

- If there are any changes to the amount, date or frequency of your Direct Debit Durham County Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Durham Council to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by Durham County Council or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society
 - If you receive a refund you are not entitled to, you must pay it back when Durham County Council asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.